

**MURRAY CITY
COMMERCIAL TENANT IMPROVEMENT
PLAN SUBMITTAL REQUIREMENTS**

Name of Applicant _____ Application # _____ - _____

Building Address _____

In order to expedite your plan review, please check your plans and application to be sure the following information has been included. When each of the items have been checked by you, sign the bottom of the form and have the Building Department verify that all needed information is included. Submit this form with your application, plan review deposit, and two sets of plans for review. Note: application for building permits cannot be accepted for plan review until the submittal is complete.

* Community Development approval required.

___ Approval signature from planning and zoning.

* PROJECT COMPLETION DEPOSIT

___ Project completion deposit of \$500.00 (refunded after certificate of occupancy issued)

* BUILDING PERMIT APPLICATION

___ Contractors name, phone number, address and contractors state license numbers for:

___ General contractor-attach license

___ Electrical contractor- attach license

___ Plumbing/Mechanical contractor-attach license

___ Type of improvement/remodel

___ Estimate of project valuation

___ Signature of owner, contractor or authorized agent with date

TENANT PLANS

* ___ Clearly show the specific use of each area

___ Indicate whether this is to be a new build out or remodel

* ___ Spaces over 3000 sq.ft and medical facilities or restaurants require a Utah State registered architects stamp, signature and date on at least the cover or title sheet

* ___ Key plan or description indicating location in the main structure

* ___ Floor plans drawn to scale (1/8" = 1' or larger) clearly indicating specific uses of all areas and general plan of entire space if this is part of a larger space

* ___ Differentiation between new and existing construction, doors, windows corridors etc.

- ___ Clearly dimensioned rooms, corridors, aisles etc.
- ___ Size, material, hardware, fire rating and swing of doors
- ___ Window size, type and location with safety glazing indicated.
- ___ Room finishes with flame spread rating for wall coverings
- ___ Ceiling details at perimeter to include seismic bracing detail for suspended ceilings
- ___ Stair details to include handrail and guards
- ___ Wall construction detailed to include wall heights, deflection tracks and bracing details for walls not attached to the deck above

***Electrical Plans**

- ___ Lighting plans
- ___ Fire alarms and smoke detectors as required
- ___ Exit signage and emergency lighting

***Mechanical Plans**

- ___ Plumbing fixture locations
- ___ Exhaust fans
- ___ Location of fire and smoke dampers
- ___ Mechanical equipment schedules and efficiency ratings

Material Specifications

- ___ Specifications

My signature below indicates I have carefully reviewed the submitted plans and verified that all of the items above have been included. I understand that failure to provide any needed information at the time will delay the processing of my permit.

Date _____
*Applicants Signature

Date _____
*Building Inspection Division